

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY, CALIFORNIA
AND RECORD OF ACTION**

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September 9, 2003

FROM: MICHAEL E. HAYS, Director
 Land Use Services Department/Code Enforcement Division

SUBJECT: GRAFFITI REMOVAL SERVICES REQUEST FOR PROPOSAL - SECOND DISTRICT

RECOMMENDATION: Approve the issuance of an Request for Proposal (RFP) by the Land Use Services Department for Graffiti Removal Services in the Second District.

BACKGROUND INFORMATION: On August 19, 2003, the Board of Supervisors approved an \$85,000 allocation of Community Development Block Grant (CDBG) funds for a Graffiti Removal Program limited to servicing the Second District unincorporated areas that qualify as having over 51% low-and moderate-income residents, according to Census 2000 data from U.S. Department of Housing and Urban Development (HUD). The Land Use Services Department, Code Enforcement Division, has been designated to oversee the graffiti removal services contract for this period.

The County of San Bernardino, Land Use Services Department, Code Enforcement Division, is seeking proposals from interested and qualified individuals, companies, firms, organizations, and/or parties to assist in providing Graffiti Removal Services in low-and-moderate income unincorporated target areas within the Second Supervisorial District. These services will be provided to the County, pursuant to a subsequent Agreement to furnish the specific work, which will be awarded following a competitive bid/evaluation/award process. All of the money (funds) that the County will use to pay for services performed under the Agreement will be Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development (HUD). The County Department of Economic and Community Development will obtain the grant funds from HUD and will provide the funds to the Land Use Services Department to procure the graffiti removal services.

If approved, the RFP will be released on September 10, 2003. The RFP has been reviewed by the Purchasing Department, the Department of Economic and Community Development, and County Counsel, and will be posted on the County's website. Proposals will be evaluated on availability of appropriate equipment, prior experience, price, financial stability, and compliance with the RFP requirements. Proposals are due to the Land Use Services Department by 5:00 p.m. on October 3, 2003. Contract awarded from this RFP will be for a period of eight (8) months beginning October 28, 2003, and ending on June 30, 2004.

Record of Action of the Board of Supervisors

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REVIEW BY OTHERS: This Board item was reviewed by Deputy County Counsel Matthew Marnell on August 18, 2003; by the Department of Economic and Community Development, Dave Larsen, Section Chief, Program and Compliance, on August 18, 2003; by the Purchasing Department, Allen Sanchez, Contract Analyst, on August 19, 2003; and by the County Administrative Office, Tom Forster, Administrative Analyst III, on August 27, 2003.

FINANCIAL IMPACT: There is no cost associated with the issuance of the RFP.

SUPERVISORIAL DISTRICT(S): 2nd

PRESENTER: Paul Tavares, Code Enforcement Division Chief, 387-9050